



USAID | ARMENIA

FROM THE AMERICAN PEOPLE

NATIONAL HIRE VACANCY ANNOUNCEMENT AMENDMENT TO THE VACANCY ANNOUNCEMENT FOR THE POSITION OF AID PROGRAM BUDGET SPECIALIST, DATED AUGUST 26, 2005, TO REFLECT NEW CLOSURE DATE AND QUALIFICATIONS

OPENING DATE: August 26, 2005
CLOSURE DATE: September 28, 2005
POSITION TITLE: AID Program Budget Specialist
GRADE: FSN-10 (In case a successful applicant does not meet the full education and/or experience requirements as stated, the position will be filled below the full performance grade level, at FSN-09 Trainee Level)

MAJOR DUTIES AND RESPONSIBILITIES:

- As the Mission's Program Budget Specialist, the incumbent, under the general supervision of the Program Officer, is responsible for managing program budgeting operations, including budget formulation, budget monitoring, Program Office analysis and coordination of mortgage and pipeline data, obligation of funds, contracting, and interpretation of financial information relating to the funding of USAID activities.
- Prepares program policy options based on the analysis of financial information for each activity, by interpreting spending trends and preparing analytical reports for Mission management and recommending, in collaboration with technical offices and the Controller's Office, appropriate courses of action for obligations and deobligations. He/She coordinates with Program Office Budget Implementation Division in the Europe and Eurasia Bureau (EE/PO) to facilitate the deobligation/reobligation process.
- Works cooperatively with Strategic Objective (SO) teams in the preparation of the Annual Report document, ensuring that program budget requests support Mission Strategy and program requirements. Works closely with Office Chiefs and SO teams in the development of out year budgets and program needs, discussing the possible new starts, pipeline issues and overall budget constraints.
- Develops and tracks the Operational Year Budget (OYB), carryover and no-year recoveries budgets for the Mission. Prepares a wide variety of budgets and reports, including financial and budgetary data for the Mission's Congressional Presentation and annual budget submission. Analyzes and prepares the Mission's input to the Bureau's Budget Submission (BBS).
- Ensures that budgeting and obligations are fully consistent with USG legislation and regulations, including those specific to Armenia (such as earmarks and the special Congressional Notification (CN) process applicable to Armenia). Reports to Washington on progress meeting earmarks, directives, presidential initiatives, etc. Drafts/prepares CN documents and works closely with the Desk officer, Program Analyst in the Bureau during clearance of the CNs through the Bureau and EUR/ACE. In coordination with EE/PO, ensures that the Mission Portfolio meets the requirements of the Congressional Notification process.

- Monitors day-to-day budget operations of the Mission's portfolio. In particular, creates and maintains a set of activity-based information systems to track the budget process throughout the fiscal year; prepares historical financial information and generates other reports on program operations, as needed by Mission management.
- Serves as the Program Office's principal contact with the Controller's Office and the Contracting Office. In particular, the incumbent verifies, in collaboration with the Chief Accountant, the recording of reservations, obligations, deobligations, earmarks, commitments and decommitments and other aspects of financial management for all USAID/Armenia programs.
- Acts as Liaison with the U.S. State Department, Government of Armenia officials, State Customs Committee and State Tax Service for all USAID/Armenia implementing partners. The incumbent provides guidance, advice and drafts letters for all incoming shipments (including assistance goods and personal effects of individuals associated with implementation of USAID activities); facilitates customs clearance of tax-exempt goods.

QUALIFICATIONS:

- A university level is required, preferably at the Master's level, and preferably in a field related to fiscal management of development assistance, such as accounting, budgeting, economics, and/or business management.
- Incumbent must be fluent in written and spoken English **and Armenian. Must be computer literate.**
- **Three to five** years of progressively responsible work experience in the analysis and presentation of financial and budget data, preferably with international organizations, is **required**. Preferably, a minimum of two years experience in **U.S. government** program budgeting operations, including preparing annual resource requests, coordinating budget development and execution.
- Strong knowledge of the concepts, principles, techniques and practices of budgeting and financial management is required. The incumbent must be able to quickly learn the USG budgeting processes.
- Must be able to manage and track a number of complex and critical processes, many of which occur simultaneously. He/She must be able to learn and adapt quickly to changing directives from USAID/Washington and respond to requests for data or budget reporting on very short notice. Must be able to manage and balance time pressures.

WHO MAY APPLY: *Unlimited*

HOW TO APPLY: Complete SF 171 (Application for Federal Employment) or OF 612 (Optional Application for Federal Employment). Applicants may also attach a resume or CV. **Applicants must include a one page motivational statement explaining why they are interested in the position and how they are uniquely qualified for the position.** Application forms are available in the Main Entrance, Reception Area of the U.S. Embassy. Completed application forms must be deposited in the USAID Application Box located at the U.S. Embassy, 1 American Avenue, Yerevan, not later than close of business **September 28, 2005**. The full job description may be obtained from the Personnel Office, USAID/Armenia.